



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
AMENDMENT**

CHAPTER 10 - PERSONNEL

Supplement No: NR-2011-2

Effective Date: April 1, 2011

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Approved:

/s/ Cory Winnie

CORY WINNIE
Chair

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last update to the Northern Rockies Supplements was NR-2010-2.

New Document	NR-2011-2 (NWCG HB2_10)	26 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2010-2 (NWCG HB2_10) (3/23/2010)	28 Pages

Digest:

13.6 – Exhibit 01 – Pay Plan for Emergency Workers

Removed THSP Exception Positions: Lead Equipment Inspector, Incident Contract Project Inspector, and Heavy Equipment Technical Specialist. These are positions found in the MT DNRC EFF Pay Plan

13.6 – Exhibit 01

Pay Plan for Emergency Workers (Casuals) Rates of Pay – Calendar Year 2011

The National Wildfire Coordinating Group (NWCG) Incident Business Practices Working Team (IBPWT) establishes rates for most commonly used positions. Please refer to the NRCG Business Committee website (see link below) for the DOI AD Pay Plan, USFS AD Pay Plan and Travel Process.

Geographic Areas do not have the authority to change the AD rates established by NWCG. However there are some positions in the THSP category that are not listed. Instructions on how to establish the rates for these positions is found in the Pay Plan for Emergency Workers, Section F: Position Classification, Number 7: Exception Positions.

NRCG has set the rates for Technical Specialists not listed in the Incident Positions Matrix and are warranted for this Geographic Area. Listed below are the positions and rates NRCG has established:

THSP Exception Position 3	NRCG Equipment Inspector	AD-F
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CISD Exception Position 3	Peer Support Team Member	AD-F
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For payment purposes, when completing the OF-288 (Firefighter Time Report) the position code will be recorded as a “THSP” (example: THSP – Exception Position 3), except for the CISD position use “CISD” – Exception Position 3”.

NRCG has developed the brief description of duties, which is required for audit purposes. Units will still be required to include the job description with the Single Resource Casual Hire Form. The job descriptions for each of the above positions is posted on the NRCG Business Committee web site at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

**NORTHERN ROCKIES GEOGRAPHIC AREA
2011 STANDARDS AND GUIDELINES
FOR ADMINISTRATIVELY DETERMINED (AD),
EMERGENCY FIREFIGHTERS (EFF),
AND CASUALS**

The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the importance and need for Administratively Determined (AD for Federal Agencies), Emergency Firefighters (EFF for Montana DNRC and North Dakota Forest Service) and Casual Employees (for Idaho Department of Lands) as an integral part of our emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to standardize procedures for hiring, training and certification. For additional guidance on hiring policies and procedures, refer to the Interagency Incident Business Management Handbook (IIBMH) Chapter 10 or specific sponsoring agencies' policies.

This document does not include the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew Agreement. See the following link for the latest NAC Plan:
http://www.fs.fed.us/r1/fire/nrcg/Committees/nac_committee.htm

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFFs/Casuals will be used as needed depending on local, geographic or national incident needs. Sponsoring units have the discretion whether or not to sponsor/certify any AD/EFF/Casual position or qualification based on the needs and financial capabilities as identified by the agency administrator. This may include positions that could potentially serve all wildland fire agencies in the Northern Rockies.

Sponsoring Unit

The Sponsoring Unit is the hiring agency within the dispatch boundary where the AD/EFF/Casual resides. This will ensure that the closest and most cost effective resource is utilized. An AD/EFF/Casual will be sponsored by only one agency.

Units considering an AD/EFF/Casual must first check with any past sponsoring unit to ensure appropriate sponsorship. If appropriate, the incident qualifications records will be transferred to the new sponsoring unit.

The Sponsoring Unit may provide the following for AD/EFF/Casuals hired:

- Manage certification and training records.
- Annually issue an Incident Qualifications Card (red card), upon approval from the Sponsoring Unit's qualification review process.
- Ensure AD/EFF/Casuals have completed agency training requirements.

- Compensate AD/EFF/Casuals for attendance at agency required training and fitness testing.
- As required by some NRCG agencies, issue an agency drivers license or letter of authorization if required or needed to drive an agency vehicle.
- Process appropriate time and travel documents for compensation recognizing the lack of support for the preparation of vouchers.

AD/EFFs/Casuals will:

- Complete required training and certification and provide the appropriate documentation to the sponsoring unit.
- Maintain current availability status by a method determined by the host dispatch center.

Hiring Policies and Procedures

ADs may be hired for annual Geographic Area-sponsored team meetings if the ADs are identified as primary team members in the National Mobilization Guide. Team meeting attendance is considered part of their training.

EFF/Casuals may be reimbursed for travel expenses for attendance at area sponsored team meetings.

AD/EFFs/Casuals hired within the Northern Rockies are subject to the same conduct and performance standards as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD/EFF/Casuals will be hired. Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an agency employee will be assigned as a trainee, per the Northern Rockies Incident Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team position without first checking to ensure there are no agency employees available. They must contact the sponsoring unit to determine if they are willing to host that individual.

Host units do not delegate authority to hire AD/EFFs to an IMT.

Training & Certification

Certification will be based on Sponsoring Agencies' qualifications standards.

Individuals holding position qualifications that require participation in fire suppression activities on the fireline will be required to attend annual fireline safety refresher training, obtain the appropriate Work Capacity Test (WCT) and/or attend other additional training or physical examination as required by the sponsoring unit's policies.

Travel

The AD/EFF/Casual's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) or other agency forms. Air transportation will be arranged and paid by the Government. The dispatch/mobilization center will determine the method of travel based on needs and direction from the requesting incident. Personal vehicle (POV) mileage reimbursement rules for travel to/from an airport or for travel to complete paperwork will be set by the sponsoring agency.

Vehicle transportation will be provided in the following order of preference:

1. The AD/EFF/Casual is driven by a current government employee, including a shuttle to the airport or travel to the incident base camp. There will be no reimbursement for a personal vehicle if the employee turns down an available ride.
2. The AD/EFF/Casual is assigned a government vehicle if one is available. The AD/EFF/Casual must meet agency driving requirements, if applicable, before a government vehicle can be assigned.
3. If a government vehicle is not available, use of the AD/EFF/Casual's personal vehicle may be authorized. The AD/EFF/Casual will be paid the standard agency rate for using a personal vehicle if/when a government or agency vehicle is not available.
4. If a rental car is authorized, please refer to Section 16.1.4 Rental Car Use Guidelines for Northern Rockies Resources.
5. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only be issued for a personal vehicle if it is essential to job performance and a government vehicle cannot be made available and #3 above is not used. If a personal vehicle is put on an EERA at the incident it will be hired and released at the incident. **Note: This option is not available for federal ADs.**

Per Diem

Expenses while traveling to and from an assignment, such as motel and meals, will be reimbursed to the AD/EFF/Casual if personal funds are used. Once at the base camp, the AD/EFF/Casual will be subsisted and no reimbursement will be made for motel or meals. Claims that exceed agency per diem rates for lodging and meals will not be reimbursed.

If an AD/EFF/Casual employee's assignment requires commercial lodging and meals (i.e., an incident base camp is not available) the government must approve per diem in advance on the initial Single Resource Casual Hire Information Form or other agency form (or correct the information upon return from an incident if necessary). At the option of the government, prepayment of meals and lodging by the incident agency may occur. AD/EFF/Casuals will not be reimbursed for commercial meals and lodging at the assignment location when the government provides subsistence.

If an AD/EFF/Casual employee uses personal funds to pay for “authorized” meals and lodging during an assignment, reimbursement will be made through host agency procedures.

State of Idaho Casual Position Matrix. For State of Idaho Casual employees, please use the USFS AD Position Matrix found in the 2011 AD Pay Plan, Interim Directive No. 5109.34-2011-1 .

State of Montana – DNRC Position Matrix for Emergency Firefighters (EFFs) – Rates of Pay – Calendar Year 2011

2011 MT DNRC EFF PAY PLAN

A	9.57
B	10.52
C	11.69
D	12.92
E	14.18
F	15.50
G	18.00
H	20.57
I	21.02
J	23.09
K	25.37
L	30.40
M	36.16
N	29.28
O	42.50

	COMMAND		
ACDR	AREA COMMANDER	M	36.16
AREP	AGENCY REPRESENTATIVE	K	25.37
CFAD	COUNTY FIRE ADVISOR	J	23.09
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M	36.16
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	K	25.37
ICT1	INCIDENT COMMANDER TYPE 1	M	36.16
ICT2	INCIDENT COMMANDER TYPE 2	K	25.37
ICT3	INCIDENT COMMANDER TYPE 3	J	23.09
ICT4	INCIDENT COMMANDER TYPE 4	F	15.50
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E	14.18
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	18.00
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	30.40
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	25.37
PIOF	PUBLIC INFORMATION OFFICER	G	18.00
LOFR	LIAISON OFFICER	K	25.37
SOF1	SAFETY OFFICER TYPE 1	L	30.40
SOF2	SAFETY OFFICER TYPE 2	K	25.37
SOFR	SAFETY OFFICER LINE	H	20.57

	FINANCE		
CLMS	CLAIMS SPECIALIST	E	14.18
CMSY	COMMISSARY MANAGER	E	14.18
COMP	COMP/CLAIMS UNIT LEADER	H	20.57
COST	COST UNIT LEADER	H	20.57
EQTR	EQUIPMENT TIME RECORDER	E	14.18
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L	30.40
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K	25.37
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	H	20.57
INJR	COMP FOR INJURY SPECIALIST	E	14.18
PROC	PROCUREMENT UNIT LEADER	I	21.02
PTRC	PERSONNEL TIME RECORDER	E	14.18
TIME	TIME UNIT LEADER	H	20.57
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	11.69
ACAC	AREA COMMAND AVIATION COORDINATOR	L	30.40
AOBS	AERIAL OBSERVER	F	15.50
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	25.37
THSP	AIR SPACE COORDINATOR	H	20.57
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	23.09
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J	23.09
ATCO	AIR TANKER/FIXED WING COORDINATOR	I	21.02
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	23.09
CREP	CREW REPRESENTATIVE	G	18.00
CRWB	CREW BOSS	F	15.50
DECK	DECK COORDINATOR	F	15.50
DIVS	DIVISION/GROUP SUPERVISOR	J	23.09
DOZ1	DOZER/TRACTOR-PLOW OPERATOR	H	20.57
DOZB	DOZER BOSS	F	15.50
THSP	LGFF COMPANY OFFICER	G	18.00
ENGB	ENGINE BOSS	F	15.50
ENOP	ENGINE OPERATOR	E	14.18
WTOP	WATER TENDER DRIVER/OPERATOR	E	14.18
FALA	FALLER CLASS A (UP TO 12" DBH)	D	12.92
FALB	FALLER CLASS B (UP TO 24" DBH)	F	15.50
FALC	FALLER – CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	I	21.02
FELB	FELLING BOSS	F	15.50
FFT1	ADVANCED FIREFIGHTER (SQUAD BOSS, IHCM)	D	12.92
FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	C	11.69
THSP	FIRE LOOKOUT	D	12.92
FIRB	FIRING BOSS	F	15.50
FWBM	FIXED WING BASE MANAGER	H	20.57
HMGB	HELICOPTER MANAGER BOSS	G	18.00
HEB1	HELIBASE MANAGER TYPE 1	I	21.02
HEB2	HELIBASE MANAGER TYPE 2	H	20.57

HECM	HELICOPTER CREWMEMBER	D	12.92
HLCO	HELICOPTER COORDINATOR	I	21.02
LOAD	LOADMASTER	E	14.18
OPBD	OPERATIONS BRANCH DIRECTOR	K	25.37
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	30.40
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	25.37
OSC3	OPERATIONS SECTION CHIEF TYPE 3	H	20.57
PILO	DNRC PILOT	O	42.50
THSP	SEAT COORDINATOR	I	21.02
SEMG	SINGLE ENGINE A/T MANAGER	G	18.00
STAM	STAGING AREA MANAGER	F	15.50
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H	20.57
STDZ	STRIKE TEAM LEADER DOZER (NFPA Fire Officer)	H	20.57
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H	20.57
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW (NFPA Fire Officer)	H	20.57
STLM	STRIKE TEAM LEADER MILITARY	H	20.57
STPS	STRUCTURAL PROTECTION SPECIALIST	J	23.09
TFLD	TASK FORCE LEADER	H	20.57
THSP	SWAMPER	C	11.69
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	14.18
TRPB	TRACTOR/PLOW BOSS	F	15.50
TPOP	TRACTOR/PLOW OPERATOR	h	20.57
WHSP	WATER HANDLING SPECIALIST	F	15.50
THSP	HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	25.37
	PLANNING		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	30.40
DMOB	DEMOB UNIT LEADER	H	20.57
DOCL	DOCUMENTATION UNIT LEADER	F	15.50
DPRO	DISPLAY PROCESSOR	C	11.69
FBAN	FIRE BEHAVIOR ANALYST	J	23.09
FEMO	FIRE EFFECTS MONITOR	H	20.57
FINV	FIRE INVESTIGATOR	J	23.09
FLIR	FLIR OPERATOR	H	20.57
FOBS	FIELD OBSERVER	F	15.50
GISS	GIS SPECIALIST	G	18.00
HRSP	HUMAN RESOURCE SPECIALIST	H	20.57
IMET	INCIDENT METEOROLOGIST	H	20.57
LTAN	LONG TERM FIRE ANALYST	J	23.09
PBOP	PROBEYE OPERATOR	H	20.57
PSC1	PLANNING SECTION CHIEF TYPE 1	L	30.40
PSC2	PLANNING SECTION CHIEF TYPE 2	K	25.37
PSC3	PLANNING SECTION CHIEF TYPE 3	H	20.57
RESC	RESOURCE CLERK	C	11.69
RESL	RESOURCE UNIT LEADER	H	20.57
SCKN	STATUS/CHECK IN RECORDER	E	14.18
SITL	SITUATION UNIT LEADER	H	20.57

TNSP	TRAINING SPECIALIST	F	15.50
WOBS	WEATHER OBSERVER	E	14.18
XEDO	XEDAR OPERATOR	H	20.57
	LOGISTICS		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L	30.40
BCMG	BASE CAMP MANAGER	E	14.18
THSP	CAMP CREW HELP	A	9.57
THSP	CAMP CREW SQUAD BOSS	C	11.69
THSP	CAMP CREW BOSS	D	12.92
CASC	SUPPLY CLERK	C	11.69
CCOO	COMPUTER COORDINATOR	G	18.00
CDSP	CACHE DEMOB SPECIALIST	F	15.50
COML	COMMUNICATIONS UNIT LEADER	H	20.57
COMT	INCIDENT COMMUNICATION TECH	F	15.50
EMTB	EMERGENCY MEDICAL TECH BASIC	G	18.00
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	G	18.00
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	23.09
EQPI	EQUIPMENT INSPECTOR	D	12.92
THSP	NRCG LEAD EQUIPMENT INSPECTOR	I	21.02
THSP	NRCG EQUIPMENT INSPECTOR	F	15.50
HETS	NRCG HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	25.37
EQPM	EQUIPMENT MANAGER	E	14.18
FACL	FACILITIES UNIT LEADER	H	20.57
FDUL	FOOD UNIT LEADER	H	20.57
GSUL	GROUND SUPPORT UNIT LEADER	H	20.57
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	18.00
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	20.57
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	18.00
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	14.18
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	30.40
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	25.37
LSC3	LOGISTICS SECTION CHIEF TYPE 3	H	20.57
MEDL	MEDICAL UNIT LEADER	H	20.57
ORDM	ORDERING MANAGER	E	14.18
RADO	RADIO OPERATOR	B	10.52
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	14.18
SECG	SECURITY GUARD (NOT LE)	C	11.69
SECM	SECURITY MANAGER	E	14.18
SUBD	SUPPORT BRANCH DIRECTOR	K	25.37
SPUL	SUPPLY UNIT LEADER	H	20.57
SVBD	SERVICE BRANCH DIRECTOR	K	25.37
TESP	TOOL AND EQUIPMENT SPECIALIST	C	11.69
THSP	REGISTERED NURSE	N	29.28

	COORDINATION AND SUPPORT		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	21.02
THSP	AIR SPACE COORDINATOR	H	20.57
ACDP	AIRCRAFT DISPATCHER	H	20.57
ARCH	ARCHEOLOGIST	K	25.37
ATBM	A/T BASE MANAGER	H	20.57
BUYL	BUYING TEAM LEADER - NATIONAL	L	30.40
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K	25.37
BUYM	BUYING TEAM MEMBER	F	15.50
CAMP	KITCHEN/CAMP HELPER	B	10.52
CASC	CLERK	C	11.69
CDER	COMPUTER DATA ENTRY RECORDER	D	12.92
COOK1	COOK, HEAD CAMP	F	15.50
COOK2	COOK, HELPER	D	12.92
COOK2	COOK, HELPER, TRAINEE	C	11.69
CORD	COORDINATOR, EXPANDED DISPATCH	J	23.09
CONO	CONTRACTING OFFICER	K	25.37
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	18.00
ICPI	INTERAGENCY CONTRACT PROJECT INSPECTOR	I	21.02
CRNW	CONTRACT REPRESENTATIVE NATION WIDE	G	18.00
CTSP	COMPUTER TECHNICAL SPECIALIST	H	20.57
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H	20.57
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F	15.50
DRCL	DRIVER, CDL REQUIRED	E	14.18
DRVS	DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQ'D	D	12.92
DRVP	DRIVER, UP TO AND INCLUDING 1 TON	C	11.69
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K	25.37
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I	21.02
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I	21.02
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F	15.50
EDRC	EXPANDED DISPATCH RECORDER	C	11.69
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	15.50
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	20.57
FUEL	FUELING SPECIALIST	D	12.92
FUM1	FIRE USE MANAGER TYPE 1	K	25.37
FUM2	FIRE USE MANAGER TYPE 2	J	23.09
FWPT	FIXED WING PARKING TENDER	C	11.69
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G	18.00
IADP	INITIAL ATTACK DISPATCHER	H	20.57
INTL	INTELLIGENCE LEAD	J	23.09
INTS	INTELLIGENCE SUPPORT	G	18.00
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	30.40
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	25.37
THSP	STATE INCIDENT BUSINESS ADVISOR	H	20.57
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H	20.57
THSP	INSTRUCTOR (S400 COURSES AND BELOW)	J	23.09
IRIN	INFRARED INTERPRETER	G	18.00

THSP	LABORER	C	11.69
THSP	LEAD ACCOUNTING TECHNICIAN	G	18.00
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I	21.02
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	25.37
THSP	LEAD PLANE COORDINATOR	G	18.00
MABM	MAFFS AIRTANKER BASE MANAGER	H	20.57
MAFF	MAFFS LIAISON OFFICER	H	20.57
MCCO	MAC GROUP COORDINATOR	K	25.37
MXMS	MIXMASTER	G	18.00
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H	20.57
PACK	PACKER	F	15.50
THSP	PILOT	L	30.40
PREV	PREVENTION TECHNICIAN	C	11.69
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K	25.37
PETM	PREVENTION TEAM MEMBER	J	23.09
PA25	PURCHASING AGENT (\$25,000)	H	20.57
RAMP	RAMP MANAGER	F	15.50
READ	RESOURCE ADVISOR	I	21.02
SEC2	SECURITY SPECIALIST	C	11.69
SMEC	SMALL ENGINE MECHANIC	E	14.18
THSP	AIRCRAFT MECHANIC	L	30.40
THSP	BRANCH DIRECTOR, AREA COMMAND	L	30.40
THSP	FORKLIFT OPERATOR	C	11.69
THSP	HAZARDOUS MATERIAL SPECIALIST	H	20.57
THSP	HEAVY EQUIPMENT OPERATOR	E	14.18
THSP	MESSENGER	A	9.57
THSP	MOBILIZATION CENTER COORDINATOR	K	25.37
THSP	PRINCIPLE ADVISOR (FEMA)	L	30.40
THSP	STATE LIAISON	L	30.40
THSP	VOUCHER EXAMINER	F	15.50
WHRH	MATERIALS HANDLER (WHSE/CACHE WORKER)	E	14.18
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F	15.50

State of North Dakota Forest Service Position Matrix for Emergency Firefighters (EFFs) – Rates of Pay – Calendar Year 2010

2011 NDFS EFF PAY PLAN

A	11.97
B	13.17
C	14.64
D	16.18
E	17.73
F	19.41
G	21.12
H	23.73
I	26.23
J	28.87
K	31.71
L	38.02
M	45.22
N	30.25
O	43.91
EFF 1	10.00
EFF 2	11.00
EFF 2 squad boss	12.00
EFF 3	13.50

**** Rate assessed based upon experience and training, will be set equal to or greater than an above EFF rate and will be no greater than the listed rate to the right of the position.

	COMMAND		
ACDR	AREA COMMANDER	M	45.22
AREP	AGENCY REPRESENTATIVE	K	31.71
CFAD	COUNTY FIRE ADVISOR	J	28.87
DPIC	DEPUTY INCIDENT COMMANDER	M	45.22
ICT1	INCIDENT COMMANDER TYPE 1	M	45.22
ICT2	INCIDENT COMMANDER TYPE 2	K	31.71
ICT3	INCIDENT COMMANDER TYPE 3	J	28.87
ICT4	INCIDENT COMMANDER TYPE 4	****	19.41
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	****	17.73
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	21.12
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	38.02
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	31.71

PIOF	PUBLIC INFORMATION OFFICER	G	21.12
LOFR	LIAISON OFFICER	K	31.71
SOF1	SAFETY OFFICER TYPE 1	L	38.02
SOF2	SAFETY OFFICER TYPE 2	K	31.71
SOFR	SAFETY OFFICER LINE	H	23.73
	FINANCE		
CLMS	CLAIMS SPECIALIST	E	17.73
CMSY	COMMISSARY MANAGER	E	17.73
COMP	COMP/CLAIMS UNIT LEADER	H	23.73
COST	COST UNIT LEADER	H	23.73
EQTR	EQUIPMENT TIME RECORDER	****	17.73
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L	38.02
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K	31.71
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	H	23.73
INJR	COMP FOR INJURY SPECIALIST	E	17.73
PROC	PROCUREMENT UNIT LEADER	I	26.23
PTRC	PERSONNEL TIME RECORDER	****	17.73
TIME	TIME UNIT LEADER	H	23.73
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	14.64
ACAC	AREA COMMAND AVIATION COORDINATOR	L	38.02
AOBS	AERIAL OBSERVER	F	19.41
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	31.71
THSP	AIR SPACE COORDINATOR	H	23.73
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	28.87
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J	28.87
ATCO	AIR TANKER/FIXED WING COORDINATOR	I	26.23
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	28.87
CREP	CREW REPRESENTATIVE	G	21.12
CRWB	CREW BOSS	****	19.41
DECK	DECK COORDINATOR	F	19.41
DIVS	DIVISION/GROUP SUPERVISOR	J	28.87
DOZ1	DOZER/TRACTOR-PLOW OPERATOR	H	23.73
DOZB	DOZER BOSS	****	19.41
THSP	LGFF COMPANY OFFICER	G	21.12
ENGB	ENGINE BOSS	****	19.41
ENOP	ENGINE OPERATOR	****	17.73
WTOP	WATER TENDER DRIVER/OPERATOR	****	17.73
FALA	FALLER CLASS A (UP TO 12" DBH)	****	16.18
FALB	FALLER CLASS B (UP TO 24" DBH)	****	19.41
FALC	FALLER – CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	****	26.23
FELB	FELLING BOSS	****	19.41
FFT1	ADVANCED FIREFIGHTER (SQUAD BOSS, IHCM)	****	16.18

FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	****	14.64
THSP	FIRE LOOKOUT	D	16.18
FIRB	FIRING BOSS	****	19.41
FWBM	FIXED WING BASE MANAGER	H	23.73
HELM	HELICOPTER MANAGER	G	21.12
HEB1	HELIBASE MANAGER TYPE 1	I	26.23
HEB2	HELIBASE MANAGER TYPE 2	H	23.73
HECM	HELICOPTER CREWMEMBER	****	16.18
HELB	HELICOPTER BOSS, SINGLE RESOURCE	****	19.41
HLCO	HELICOPTER COORDINATOR	I	26.23
LOAD	LOADMASTER	E	17.73
OPBD	OPERATIONS BRANCH DIRECTOR	K	31.71
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	38.02
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	31.71
OSC3	OPERATIONS SECTION CHIEF TYPE 3	H	23.73
PILO	PILOT	O	43.91
THSP	SEAT COORDINATOR	I	26.23
SEMG	SINGLE ENGINE A/T MANAGER	G	21.12
STAM	STAGING AREA MANAGER	F	19.41
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H	23.73
STDZ	STRIKE TEAM LEADER DOZER (NFPA Fire Officer)	H	23.73
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H	23.73
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW (NFPA Fire Officer)	H	23.73
STLM	STRIKE TEAM LEADER MILITARY	H	23.73
STPS	STRUCTURAL PROTECTION SPECIALIST	J	28.87
TFLD	TASK FORCE LEADER	H	23.73
THSP	SWAMPER	****	14.64
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	17.73
TRPB	TRACTOR/PLOW BOSS	****	19.41
TPOP	TRACTOR/PLOW OPERATOR	****	23.73
WHSP	WATER HANDLING SPECIALIST	****	19.41
THSP	HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	31.71
	PLANNING		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	38.02
DMOB	DEMOB UNIT LEADER	H	23.73
DOCL	DOCUMENTATION UNIT LEADER	F	19.41
DPRO	DISPLAY PROCESSOR	C	14.64
FBAN	FIRE BEHAVIOR ANALYST	J	28.87
FEMO	FIRE EFFECTS MONITOR	H	23.73
FINV	FIRE INVESTIGATOR	J	28.87
FLIR	FLIR OPERATOR	H	23.73
FOBS	FIELD OBSERVER	F	19.41
GISS	GIS SPECIALIST	G	21.12
HRSP	HUMAN RESOURCE SPECIALIST	H	23.73
IMET	INCIDENT METEOROLOGIST	H	23.73

LTAN	LONG TERM FIRE ANALYST	J	28.87
PBOP	PROBEYE OPERATOR	H	23.73
PSC1	PLANNING SECTION CHIEF TYPE 1	L	38.02
PSC2	PLANNING SECTION CHIEF TYPE 2	K	31.71
PSC3	PLANNING SECTION CHIEF TYPE 3	H	23.73
RESC	RESOURCE CLERK	****	14.64
RESL	RESOURCE UNIT LEADER	H	23.73
SCKN	STATUS/CHECK IN RECORDER	****	17.73
SITL	SITUATION UNIT LEADER	H	23.73
TNSP	TRAINING SPECIALIST	F	19.41
WOBS	WEATHER OBSERVER	****	17.73
XEDO	XEDAR OPERATOR	H	23.73
	LOGISTICS		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L	38.02
BCMG	BASE CAMP MANAGER	E	17.73
THSP	CAMP CREW MEMBER	****	11.97
THSP	CAMP CREW SQUAD BOSS	****	14.64
THSP	CAMP CREW BOSS	****	16.18
CASC	SUPPLY CLERK	****	14.64
CCOO	COMPUTER COORDINATOR	G	21.12
CDSP	CACHE DEMOB SPECIALIST	F	19.41
COML	COMMUNICATIONS UNIT LEADER	H	23.73
COMT	INCIDENT COMMUNICATION TECH	F	19.41
EMTB	EMERGENCY MEDICAL TECH BASIC	G	21.12
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	G	21.12
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	28.87
EQPI	EQUIPMENT INSPECTOR	D	16.18
EQPM	EQUIPMENT MANAGER	E	17.73
FACL	FACILITIES UNIT LEADER	H	23.73
FDUL	FOOD UNIT LEADER	H	23.73
GSUL	GROUND SUPPORT UNIT LEADER	H	23.73
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	21.12
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	23.73
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	21.12
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	17.73
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	38.02
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	31.71
LSC3	LOGISTICS SECTION CHIEF TYPE 3	H	23.73
MEDL	MEDICAL UNIT LEADER	H	23.73
ORDM	ORDERING MANAGER	E	17.73
RADO	RADIO OPERATOR	****	13.17
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	17.73
SECG	SECURITY GUARD (NOT LE)	****	14.64
SECM	SECURITY MANAGER	E	17.73

SUBD	SUPPORT BRANCH DIRECTOR	K	31.71
SPUL	SUPPLY UNIT LEADER	H	23.73
SVBD	SERVICE BRANCH DIRECTOR	K	31.71
TESP	TOOL AND EQUIPMENT SPECIALIST	****	14.64
THSP	REGISTERED NURSE	N	30.25
	COORDINATION AND SUPPORT		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	26.23
THSP	AIR SPACE COORDINATOR	H	23.73
ACDP	AIRCRAFT DISPATCHER	H	23.73
ARCH	ARCHEOLOGIST	K	31.71
ATBM	A/T BASE MANAGER	H	23.73
BUYL	BUYING TEAM LEADER - NATIONAL	L	38.02
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K	31.71
BUYM	BUYING TEAM MEMBER	F	19.41
CAMP	KITCHEN/CAMP HELPER	****	13.17
CASC	CLERK	****	14.64
CDER	COMPUTER DATA ENTRY RECORDER	****	16.18
COOK1	COOK, HEAD CAMP	****	19.41
COOK2	COOK, HELPER	****	16.18
COOK2	COOK, HELPER, TRAINEE	****	14.64
CORD	COORDINATOR, EXPANDED DISPATCH	J	28.87
CONO	CONTRACTING OFFICER	K	31.71
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	21.12
ICPI	INTERAGENCY CONTRACT PROJECT INSPECTOR	G	21.12
CRNW	CONTRACT REPRESENTATIVE NATION WIDE	G	21.12
CTSP	COMPUTER TECHNICAL SPECIALIST	H	23.73
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H	23.73
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F	19.41
DRCL	DRIVER, CDL REQUIRED	****	17.73
DRVS	DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQ'D	****	16.18
DRVP	DRIVER, UP TO AND INCLUDING 1 TON	****	14.64
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K	31.71
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I	26.23
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I	26.23
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F	19.41
EDRC	EXPANDED DISPATCH RECORDER	****	14.64
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	19.41
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	23.73
FUEL	FUELING SPECIALIST	****	16.18
FUM1	FIRE USE MANAGER TYPE 1	K	31.71
FUM2	FIRE USE MANAGER TYPE 2	J	28.87
FWPT	FIXED WING PARKING TENDER	C	14.64
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G	21.12
IADP	INITIAL ATTACK DISPATCHER	H	23.73

INTL	INTELLIGENCE LEAD	J	28.87
INTS	INTELLIGENCE SUPPORT	G	21.12
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	38.02
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	31.71
THSP	STATE INCIDENT BUSINESS ADVISOR	H	23.73
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H	23.73
THSP	INSTRUCTOR (S400 COURSES AND BELOW)	J	28.87
IRIN	INFRARED INTERPRETER	G	21.12
THSP	LABORER	****	14.64
THSP	LEAD ACCOUNTING TECHNICIAN	G	21.12
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I	26.23
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	31.71
THSP	LEAD PLANE COORDINATOR	G	21.12
MABM	MAFFS AIRTANKER BASE MANAGER	H	23.73
MAFF	MAFFS LIAISON OFFICER	H	23.73
MCCO	MAC GROUP COORDINATOR	K	31.71
MXMS	MIXMASTER	G	21.12
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H	23.73
PACK	PACKER	F	19.41
THSP	PILOT	L	38.02
PREV	PREVENTION TECHNICIAN	****	14.64
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K	31.71
PETM	PREVENTION TEAM MEMBER	J	28.87
PA25	PURCHASING AGENT (\$25,000)	H	23.73
RAMP	RAMP MANAGER	F	19.41
READ	RESOURCE ADVISOR	I	26.23
SEC2	SECURITY SPECIALIST	C	14.64
SMEC	SMALL ENGINE MECHANIC	E	17.73
THSP	AIRCRAFT MECHANIC	L	38.02
THSP	BRANCH DIRECTOR, AREA COMMAND	L	38.02
THSP	FORKLIFT OPERATOR	C	14.64
THSP	HAZARDOUS MATERIAL SPECIALIST	H	23.73
THSP	HEAVY EQUIPMENT OPERATOR	E	17.73
THSP	MESSENGER	****	11.97
THSP	MOBILIZATION CENTER COORDINATOR	K	31.71
THSP	PRINCIPLE ADVISOR (FEMA)	L	38.02
THSP	STATE LIAISON	L	38.02
THSP	VOUCHER EXAMINER	F	19.41
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	****	17.73
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	****	19.41

14.3 Agency-Provided Commissary

The following items may be procured by agency acquisition personnel to keep incident personnel productive. It is the camp's responsibility to consolidate a commissary order for the acquisition personnel. The acquisition personnel should make the purchases and price the items on the commissary request to facilitate efficient distribution and accurate crew/individual charges. Appropriate deductions will be made on each individual's OF-288. Additional items may be procured on a case by case basis.

Suggested Items	Description	Recommend
Boots	<ul style="list-style-type: none"> Leather 	Individual must identify brand and size. Any returns would be the responsibility of the individual.
Boot Insoles		Indicate size required
Boot Laces	<ul style="list-style-type: none"> 72" 90" 108" 	Leather only
Neckerchiefs	<ul style="list-style-type: none"> Bandana style 	Will be assorted colors – will not allow color choice.
Personal Hygiene Products	<ul style="list-style-type: none"> Shampoo Conditioner Disposable razor Shaving cream Toothpaste Toothbrush Deodorant Hand lotion Tampons/feminine napkins 	All travel or trial size
Socks	<ul style="list-style-type: none"> Tube socks (cotton, cotton blend, white) Wool Blend 	Allow men's and women's, allow single, 3 or 6 pack.
Sweatshirts	<ul style="list-style-type: none"> Crew Hooded 	Mens sizes S through XXL, Hanes/comparable, solid color no choice - default black, navy, gray, red
T-Shirts	<ul style="list-style-type: none"> V-neck or crew neck 	Men's sizes, cotton, 3-packs, white
Undergarments	<ul style="list-style-type: none"> Men's briefs or boxers, cotton, white, usually multi pack 	Usually come in multi packs, simple Fruit of the Loom or Hanes style.

	<ul style="list-style-type: none">• Women's briefs, white (if available) cotton multi pack	
Thermal Underwear	<ul style="list-style-type: none">• Tops and bottoms	Long sleeve, ankle length, Hanes/comparable, men's sizes S thru XL

15.3 – Northern Rockies APMC/OWCP Management Guidelines

The NRCG Board of Directors will retain the use of APMC, provided each agency commits their field units to have procedures in place to manage APMC with their local medical facilities. Each agency is directed to provide specific instructions for APMC management to the Incident Management Teams (IMT) via their Incident Business Plans.

1. Each field unit will establish contact with local medical facilities prior to fire season and use the "Northern Rockies Fire Suppression Injury Medical Facility Information Sheet" (Exhibit 1) to brief the billing department on the requirements for payment (APMC and Workers Compensation).
2. Each field unit will establish a procurement mechanism for payment of APMC injuries (credit card, blanket purchase agreement/direct bill, etc.) prior to fire season. This information should be contained in the unit's Service & Supply Plan.
3. Coordination with Incident Management Teams:
Each field unit will identify a contact person whose role will be the following:
 - a. Primary unit contact person with whom an IMT can coordinate when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit's Incident Business Plan and given to the FSC and Medical Unit.
 - b. Ensure the injured person taken to the medical facility is accompanied by an IMT member who is knowledgeable about APMC and OWCP. If not accompanied by an IMT member, meet the injured person or make contact with the medical facility within a short period of time after their arrival.
 - c. Depending on the diagnosis, unit contact will coordinate with the IMT and provide oversight to ensure the correct acquisition instrument or workers compensation authorizations are used for proper payment. ****Note:** IIBMH, Chapter 10, Section 15.2-2 identifies what injuries qualify for APMC payment.
 - d. Ensure the appropriate injury forms are returned to the IMT for proper distribution.
 - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16/NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment.

- ii. For workers compensation injuries, all workers compensation forms are returned to the IMT for proper distribution.
 - e. Employees involved with a bloodborne pathogen exposure: procurement of the testing must be accomplished with a resource order for the test and paid by normal procurement methods. Bloodborne pathogen testing is not an APMC or OWCP procedure.
 - f. Ensure there are no outstanding APMC billing issues with local medical facilities upon IMT close-out.
4. Field Unit Incident Injuries – Initial Attack and Type 3-5 Fires:
Each unit will identify a contact person whose role will be the following (may be the same individual(s) identified in #3 above):
- a. Primary contact person for the field unit to notify when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit's Incident Business Plan and given to the Type 3 IC.
 - b. Meet the injured person at the medical facility (or make contact with the medical facility within a short period of time after their arrival) to ensure the correct forms are completed.
 - c. Responsible to ensure the correct acquisition instrument or workers compensation authorizations are used to ensure that the medical facility is properly paid. ****Note:** IIBMH, Chapter 10, Section 15.2-2 identifies what injuries qualify for APMC payment.
 - d. Ensure contractors and their employees make financial arrangements with the medical facility for payment and there is no financial liability for the government.
 - e. Ensure the appropriate injury forms are completed and properly distributed per the IIBMH and agency direction:
 - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16, NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment.
 - ii. For workers compensation injuries, all workers compensation forms are properly distributed per the IIBMH and agency direction.
5. If state and federal agencies are located in the same town or vicinity and use the same medical facilities, they are encouraged to work together to educate the medical facilities on the correct billing procedures for APMC and workers compensation, as well as capitalize on their contact persons.

16.1.4. Rental Car Use Guidelines for Northern Rockies Resources

The following process should be followed when a Northern Rockies resource (from any agency) is ordered for incident assignment and a rental car is authorized and documented on the resource order:

1. The first option is for the receiving unit to provide transportation (shuttle) for the resource to the incident assignment.

If transportation is not provided, see #2 and #3 below.

2. The home dispatch office communicates with the receiving dispatch office/host agency the following information:
 - Rental car should be coordinated and paid through the requesting agency. All rental paperwork and completed shift tickets will be returned to the incident agency to be closed out and paid. Ensure the vehicle has a appropriate resource order.
 - If the assignment involves off-road driving, the rental car must be procured using an incident rental car contract, which covers off-road use and clean-up charges, with liability assumed by the government.
3. If the receiving unit does not provide a rental car under an incident contract as described in #2 above, the individual must be aware of the following:
 - a. Rental cars picked up at airports must have reservations under the regular government travel rental car contract (GSA/DOD). This contract does not cover off-road use, but recognizes that the traveler is on official business.
 - i. No additional insurance is needed, as the government is self-insured.
 - ii. If the employee chooses to take additional insurance when picking up the car, they will not be reimbursed.
 - iii. If the resource does not have a travel card, they can use their personal credit card to pay for the rental vehicle.
 - b. An AD/EFF/Casual/County/Rural resource can refuse an assignment when the only option available is to personally pay for the car and request reimbursement.
 - c. Resource must check in with finance to ensure the rental car costs are being tracked and to identify payment processes.

15.3 Exhibit 01



Northern Rockies Incident Injury Medical Facility Information Sheet

Local Contact Person(s) & Telephone Number:

Name	Agency	Office Phone	Cell Phone	Address

The local contact person(s) will work with you to ensure the proper completion of the injury and payment forms.

Agency Provided Medical Care (APMC)

Definition:

“Limited to first-aid type of treatment and **may not** include authorization for therapy, stitches, x-rays, and other non-first-aid treatments.” “Examples of first-aid treatments include cleaning, flushing, or soaking wounds on the skin surface; using wound coverings such as bandages; using hot or cold therapy; using any non-rigid means of support such as elastic bandages, wraps, non-rigid back belts; using temporary immobilization devices while transporting an accident victim such as splints, slings, neck collars, or back boards; using eye patches; using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye; using finger guards; using oral fluids to relieve heat stress.” Reference: Interagency Incident Business Management Handbook, Chapter 10, Section 15.2-2.

APMC Form: FS-6100-16 NRCG Rev 06/08.

- Blocks 1-14 must be completed when the injured employee arrives or shortly thereafter.
- Part B – Physician completes Blocks 1-6.
- The original form will be returned to the incident camp or host unit for proper distribution.
- The agency contact person will ensure that the medical facility is paid for the services authorized on the FS-6100-16 NRCG Rev 06/08.

Workers Compensation

The following must be completed when an injured employee arrives or shortly thereafter:

Federal Agencies:

- For traumatic injuries, a CA-16 may be issued according to agency direction with blocks 1-6, 9-13 complete.
- A signature of the issuing government official **must** be in block 8.
- The address for the US Department of Labor in block 12 is available in IIBHM Chapter 10 Section 15.
- After the physician has completed part B (back), a copy will be left with the medical facility. The original will be returned to the incident camp or host unit for proper distribution.

State Agencies:

Montana:

- A First Report of Injury Form will be issued with the Worker, Accident Description, Employer Name, and Signature blocks completed.
- Complete the Medical section at the medical facility.
- An attending physician report must be completed and included with the form for processing.
- A copy of the First Report for Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the incident camp to be faxed to MT State Fund and to the home unit, with the original forwarded to the home unit.
- Forms are available at <http://montanastatefund.com>
- Contact MT State Fund at 800-332-6102, and ask for Team 6.

Idaho:

- Provide emergency medical care. Complete paperwork as soon as reasonably possible.
- While on IDL jurisdiction, the Supervisor's Accident Report, SIF17-82, should be filled out as soon as possible following an injury/illness. On another jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, will likely be used for initial documentation in place of the Supervisor's Accident Report. These are acceptable substitute forms for the Supervisor's Accident Report.
- For injuries/illnesses beyond the scope of APMC, notify the employee's home unit or the Bureau of Fire Management as soon as possible. The home unit will assist the employee in completing the Idaho Workers Compensation - First Report of Injury or Illness, SIF 02/01E form to initiate a claim. IMT personnel are asked to facilitate communication to the home unit but are not asked to initiate a claim.
- Contact IDL Duty Officer with questions at 208-769-1530.

North Dakota:

- The First Report of Injury Form, WS1, must have sections 1 and 2 completed. Section 3 is completed by the medical provider.
- The Incident Management Team or host unit will ensure that the employee has also completed the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up form.
- A copy of the First Report of Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the home unit.
- Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
- Forms are available at:
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

Private Contractors:

Private contractors (contracted by the government to provide equipment and services, including crews) are not covered under any government agency injury program. They must carry their own insurance and workers' compensation coverage. Payment for medical services must be made directly with the medical provider. The government agencies are not responsible for private contractor medical bills.

15.5 Exhibit 04 –

OWCP addresses and alpha chargeback codes for all Northern Rockies Tribal Agencies
(taken from the Northern Rockies Native American Crew Plan)

OWCP CODE 7106BN
Blackfeet Agency/C51
Bureau of Indian Affairs
Browning, MT 59417

OWCP CODE 7106HA
Fort Belknap Agency/C55
Bureau of Indian Affairs
Harlem, MT 59526

OWCP CODE 7106CR
Crow Agency/C52
Bureau of Indian Affairs
Crow Agency, MT 59022

OWCP CODE 7106BX
Rocky Boys Agency/C59
Chippewa Cree Tribe
Box Elder, MT 59521

OWCP CODE 7106PO
Fort Peck Agency/C56
Bureau of Indian Affairs
Poplar, MT 59255

OWCP CODE 7156PA
Flathead Agency/P13
CS&K Tribe
Ronan, MT 59864

OWCP CODE 7106LD
Northern Cheyenne Agency/C57
Bureau of Indian Affairs
Lame Deer, MT 59043

OWCP CODE 7156NT
Fort Berthold Agency/A04
Three Affiliated Tribes
New Town, ND 58763-9402

OWCP CODE 7106FO
Fort Totten Agency/A05
Bureau of Indian Affairs
Fort Totten, ND 58335

OWCP CODE 7156BE
Turtle Mountain Agency/A11
Bureau of Indian Affairs
Belcourt, ND 58316